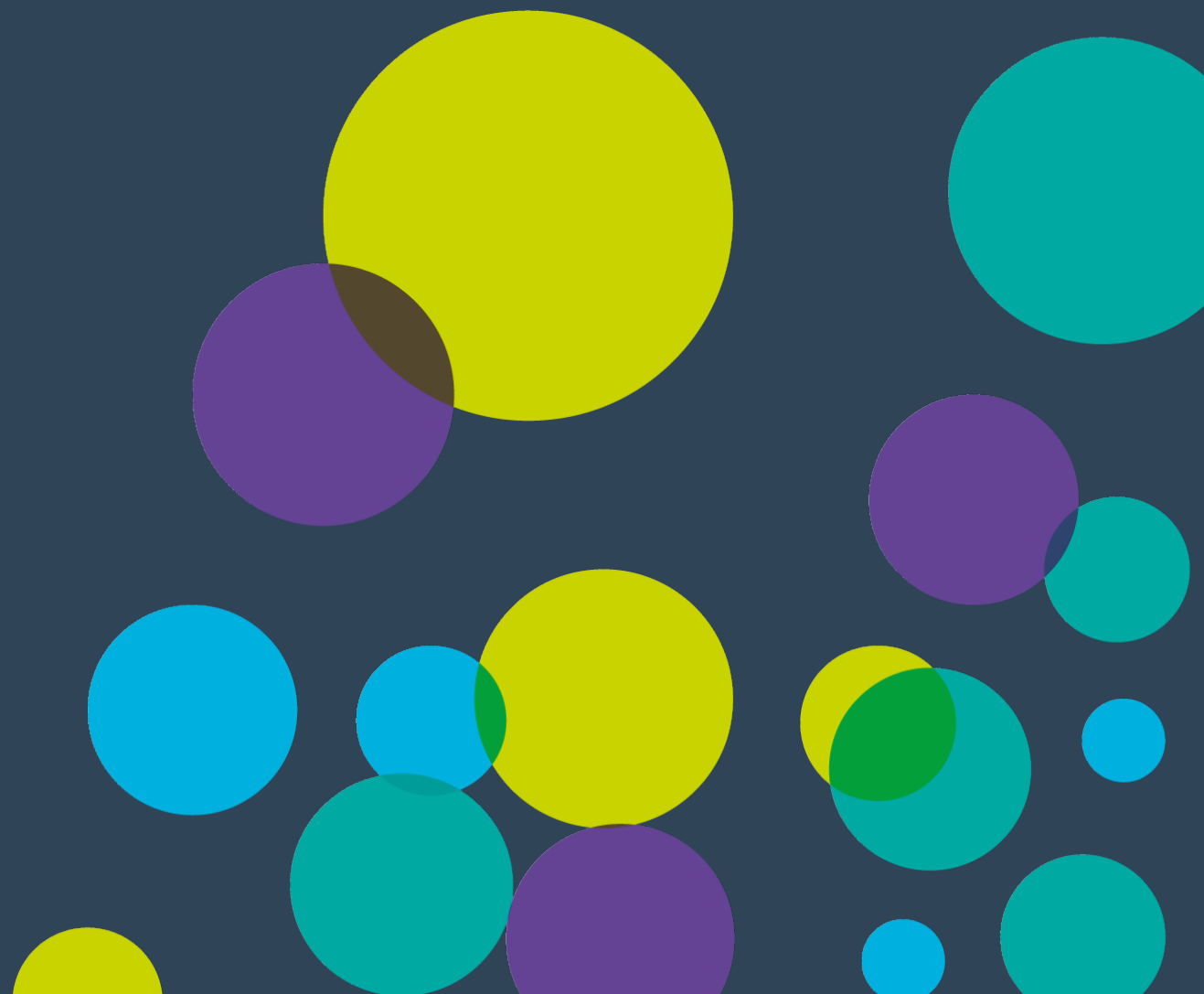




School Portal Training guide



School Portal Training Guide



Welcome

Hello and welcome to the School Portal Training Guide.

The purpose of this guide is to make sure you get the most out of your School Portal. We'll show you practical things (i.e. how to post a job) as well as more advanced features (i.e. how to access job statistics and set up different users).

Once you've read through the guide, you should be comfortable navigating School Portal and using all of its features.

This guide is designed to let you access the specific menu sections individually. But we'd recommend going through all the content at least once to make sure you're familiar with all the features.

If you have any questions about this guide or School Portal in general, we're here to help. For questions, please don't hesitate to contact your **account manager**.



School Portal Training Guide

What School Portal can do for you



Manage your whole recruitment process in one place:



Online advertising

Create great quality ads fast, and post them in a few clicks whenever it's convenient



Ad Performance Tracking

View your jobs' statistics and use the data to maximise their performance



School Career Site

Position your school as an employer of choice and feature all your vacancies on your fully branded Career Site



Online Application Form

Access Tes Online Application Form to deliver a great application experience, and double the volume of applicants



Applicant Tracking System

Easily manage candidates on the Applicant Tracking System. Work as a team to shortlist and respond to applicants faster, securing the talent you want



Contents



Accessing School Portal.....



Getting set up and creating a Tes account
Logging into Tes and School Portal
What rights will you have as a user?

Settings.....



Adding users
Changing user access

Posting a Job.....



The job posting process
Posting from scratch and copying
Creating your job ad
Writing your advert
Choosing your application form
Adding supporting documents
Writing your job summary
Adding your contact details and instructions
Previewing and submitting your ad

Job advert statistics.....



Why review your job statistics?
Live job performance - Accessing your statistics
Live job performance - Understanding your statistics
Live job performance – Location Statistics

Career Site.....



What is a career site?
Accessing and editing
Uploading a logo and photos
Adding a page banner
Adding a description and quotes
Adding attachments
Linking to your school's website

Applicant tracking system.....



What is an applicant tracking system?
Accessing the ATS
Managing candidates
Setting candidates status
Individual Applicants
Adding additional applications
Inviting Reviewers





Accessing School Portal



Accessing School Portal



Getting set up and creating a Tes account

If your school doesn't already have access to School Portal you'll need to contact Tes to set you up for the first time. After you've contacted your account manager/agency we will send you an **invitation email to join your School Portal**. Click on the link in the email and you'll be directed to tes.com.

Then follow these instructions:

Join TES for free

I am a ...

- Teacher
- School Leader
- Support Staff
- Student Teacher
- Student
- Parent
- Other Position

Already have a TES account? [Log in now!](#)

- 1 Click Register for free
- 2 Select the relevant option from the list
- 3 Insert email address

Join Tes for free

[Register with Google](#)

[Register with Facebook](#)

or

Email

Username

password

☒ Receive news and updates from TES

[Register](#)

By registering, you are agreeing to our [terms and conditions](#) and [privacy policy](#)

Already have a Tes account? [Log in now!](#)

- 4 Create a username and password
- 5 Click Register and confirm your registration via the email you receive.

If you are setup as a school admin and wish to add more users, you can find the instructions on how to do it on the Settings section of this guide.



Accessing School Portal

Logging into Tes and School Portal

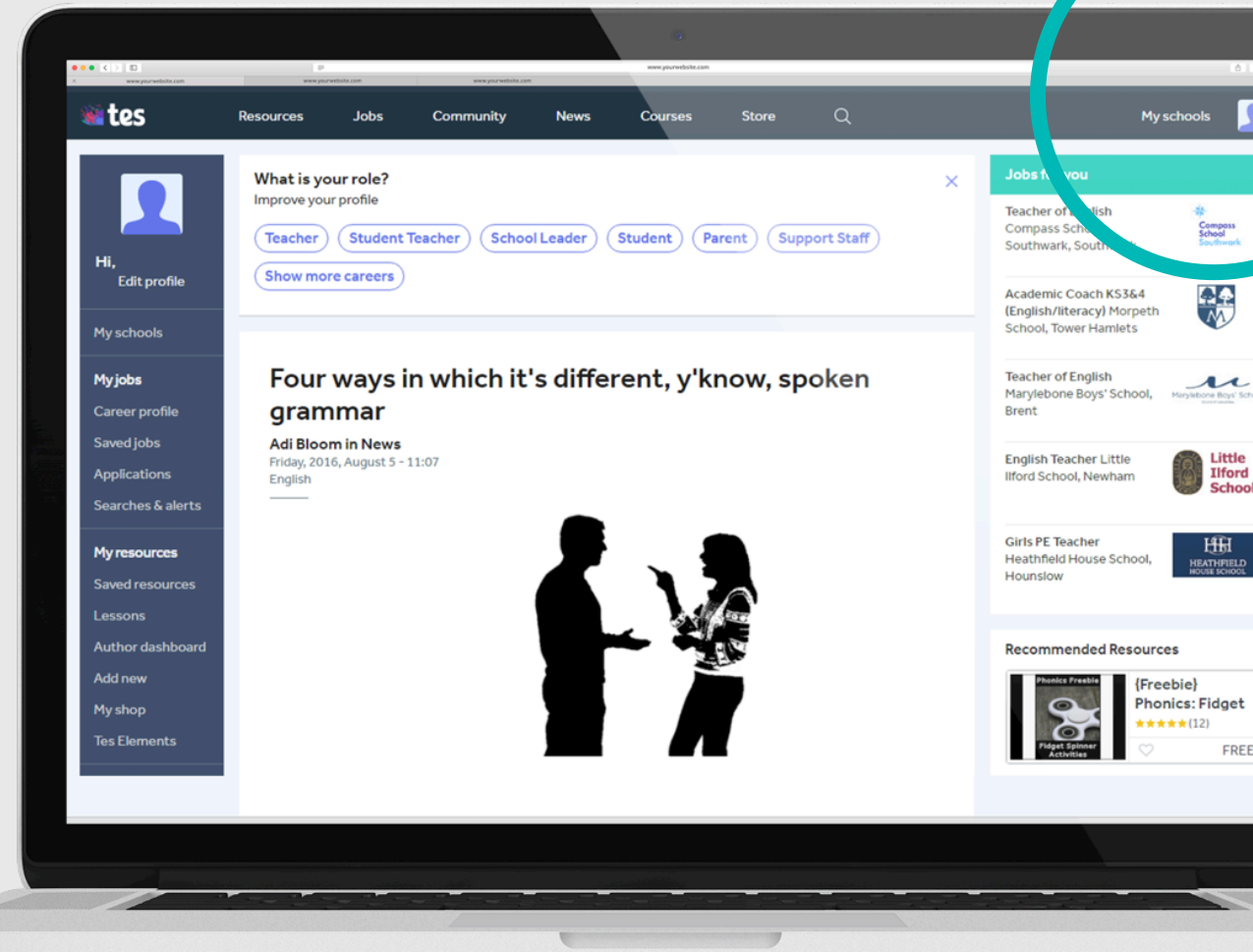
Once you've registered with Tes, go to tes.com and click login in the top right hand corner.

Where to find School Portal

You'll see My Schools in the left hand navigation bar once you've logged in.

Click this and you'll be taken to School Portal.

If you have more than one school linked to your account you'll be given a list of schools to choose from when you click My Schools. Click the school's name to log into that specific school.



School career site



School career site



What is a Career Site?

As part of your School Portal you have access to your school's very own Career Site: a customisable website designed to help you market your school and vacancies to candidates.

Your Career Site gives you a platform to:

- Describe your school's ethos, work, culture and location
- Bring your school to life with images of your students, facilities and classrooms
- Include testimonials and a welcome video featuring the head, students, staff and parents
- Upload attachments, such as your school prospectus or Ofsted report

We recommend you link it to your school's main website so you only need to post your vacancies once.



Zachary Academy





Employer details

Location:	Camden, United Kingdom	Gender:	Mixed
Organisation:	Mainstream School	Age range:	11 - 18 years
Phase:	Secondary with sixth form		
Funding status:	State - Academy		

About Zachary Academy

Zachary Academy is a fictional TEST secondary school set up by the TES to trial some of the systems it is launching shortly with teachers.

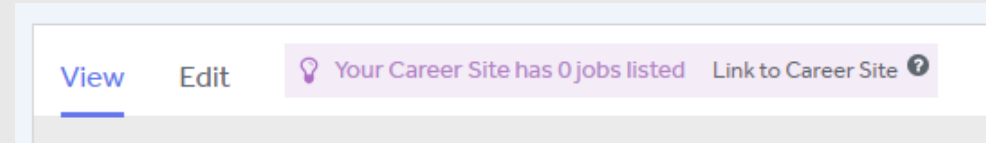
Founded in 1910, the TES began as the Times Educational Supplement newspaper. Over the decades that followed it expanded its recruitment services for schools, eventually launching a popular website which also features news and teacher-made classroom materials.

The name Zachary Academy was chosen for this test school because its initial letter would make it easier to spot in lists. We have not named it after a particular educator, historical character, actor or pet.

We welcome imaginary applicants who want to see what our systems are like. However, none of the jobs advertised here are real. This is purely for test purposes. This is not a real school.

School career site

Accessing and editing



Editing your School Career Site

What you can edit and add to your school's career site:

- Your logo
- A photo gallery
- Theme colour
- Page banner image (Request banner image creation)
- Description of your school
- Quotes
- Videos
- Attachments

Note

You won't be able to edit:

- Employer details
- Location
- Contacts

For changes to these sections, please contact Schools Directory schoolsdirectory@tesglobal.com

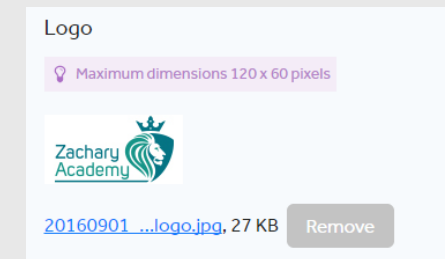
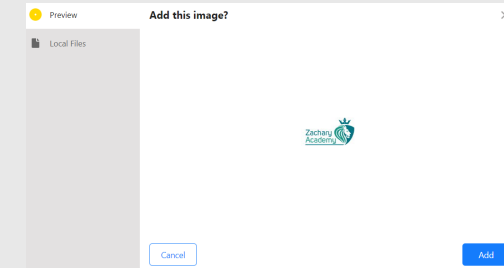
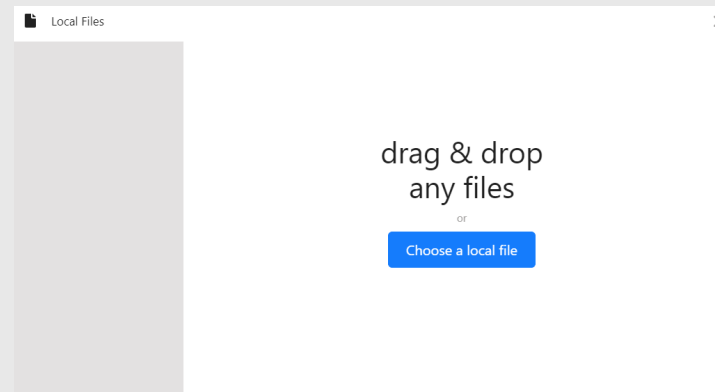
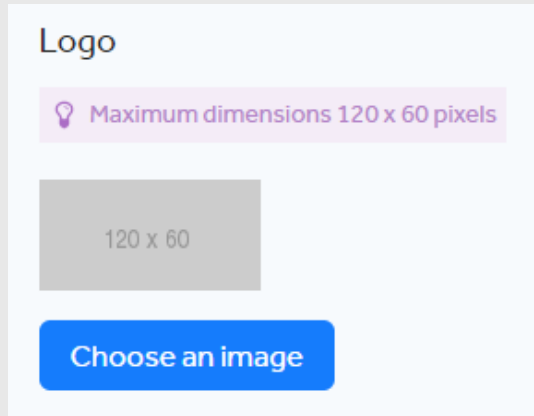
Accessing School Career Site

Click on School Career Site on the left menu



School career site

Uploading a logo and photos



1 Click Choose Images

2 You can then either drag & drop the files directly or click Choose a local file and add it from a computer folder

3 Select your file and click open

4 Click Done and your files will be uploaded

School career site



Adding a page banner

A banner on your School Career Portal is an important feature to help you stand out. It should reflect the branding of your school and summarise your ethos.



How to add a banner

1. If you have your own banner, the same steps apply as for image and logo uploads. Maximum dimensions are 1146 x 256 pixels.
2. If you don't have a banner with the necessary dimensions, nor someone that could do it, we can create a free banner for you. On the Edit page, scroll down to the Page banner image section, hover over the existing image and click 'Request banner image creation.'

School career site

Adding a description and quotes



Description

0 characters

Heading

Add link Remove link

Quotes

Add a quote

Quote

Source

Add Cancel

Description

The text you enter in the description will be displayed at the top of your page, under your banner in the About section. Use it to describe your school's ethos, work, culture and location.

Quotes

Quotes can come from teachers, parents and staff. Use these to bring your school to life.

1

Click Add a quote

2

Include your selected text

3

Include the source of your quote

4

Click Add

School career site

Adding awards and a video



Awards

To add awards to your Career Site, please contact support on 0203 194 3050.

Video

Youtube or Vimeo embed URL

Caption

Awards

If you have any awards that you would like to mention please contact our support team and they will be able to help you.

Video

You can add a video from YouTube or Vimeo. Simply paste the URL where requested and add a caption

School career site

Adding attachments

If you have attachments about your school you can add them here. Please note:

- Files should be smaller than 10Mb
- All attachments uploaded on this page will show on ALL adverts.

To save time we recommend that:

- General documents be added to Career Site (School Prospectus, Inspection Report, Safeguarding and Child Protection policy, Letter from the Headteacher etc)
- When creating an advert, Job Specific documents be added to each individual advert (job spec, person spec, department info etc)

To save and publish your content and any changes, please ensure you click Publish changes.

Publish changes



The screenshot shows a web interface for uploading attachments. At the top right, there are three circular navigation icons: a home icon, a back arrow, and a forward arrow. The main content area is titled 'Attachments' and includes a purple tip: 'The more information you can give to applicants, the better. Please ensure each file is smaller than 10Mb'. Below this, there are two columns of attachment categories, each with a 'Choose a file' button. The left column includes: School prospectus, Brochure, Vision, Map/location, General details, Mission statement, Recruitment monitoring form, and Other. The right column includes: Inspection report, Letter, Ethos and school values, Letter from the headteacher, Letter to applicants, Child protection policy, and Message from the pupils. Below the main form, there are additional 'Choose a file' buttons for Mission statement, Recruitment monitoring form, Other, Child protection policy, and Message from the pupils.

Attachments

The more information you can give to applicants, the better. Please ensure each file is smaller than 10Mb

Attachment Category	Action
School prospectus	Choose a file
Inspection report	Choose a file
Brochure	Choose a file
Letter	Choose a file
Vision	Choose a file
Ethos and school values	Choose a file
Map/location	Choose a file
Letter from the headteacher	Choose a file
General details	Choose a file
Letter to applicants	Choose a file
Mission statement	Choose a file
Child protection policy	Choose a file
Recruitment monitoring form	Choose a file
Message from the pupils	Choose a file
Other	Choose a file

Choose a file

Mission statement

Choose a file

Recruitment monitoring form

Choose a file

Other

Choose a file

Child protection policy

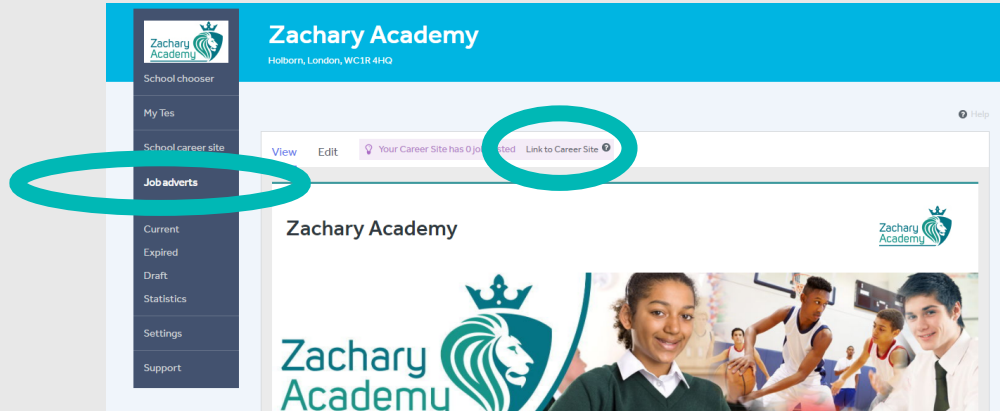
Choose a file

Message from the pupils

Choose a file

School career site

Linking to your school's website



1

Click on School Career Site on the left panel

2

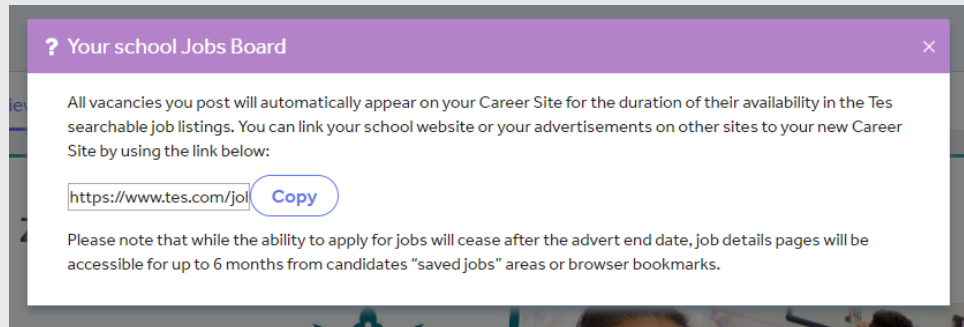
Click on Link to Career Site on the top of the page

3

On the pop up window click Copy

4

Paste the link behind your Vacancies/Careers tab on your website or hyperlink it to a word on your website and/or other Job sites. This is something your IT department can help you with.





Job adverts

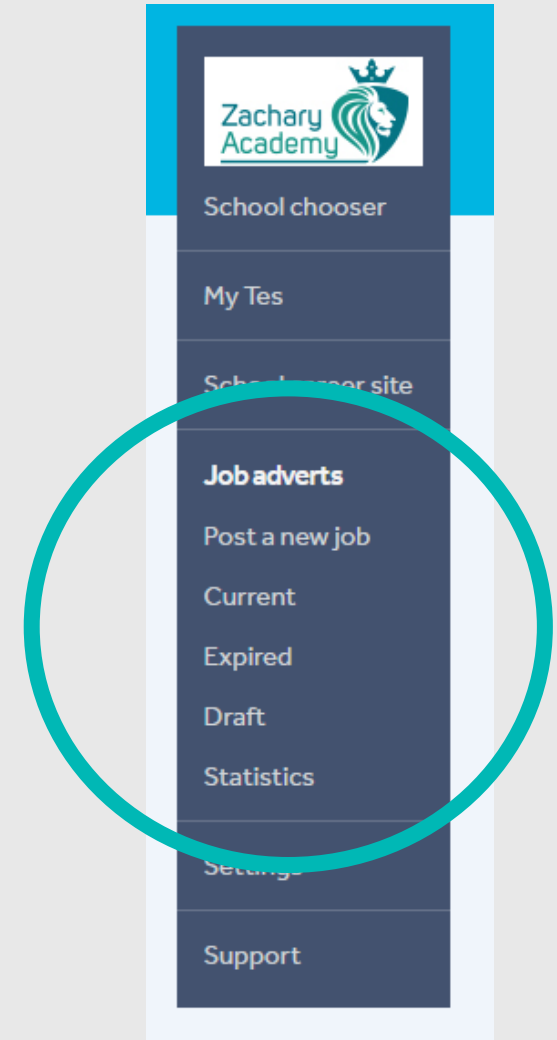


Job adverts

All your adverts information in one place

The job posting process is divided into 5 sections:

- **Post new job:** Start a new advert from scratch
- **Current:** Find all jobs that are being or have been processed by Tes and are live on the tes.com website.
- **Expired:** Find all jobs that have passed the advert close date
- **Draft:** Find all the adverts that you have started and not yet submitted to Tes
- **Statistics:** You can monitor your live and past adverts to gain insight to improve current and future performance.





Post new job



Post a new job



Creating your job ad

Creating a job ad is a six stage process:

1

Writing your advert

2

Choosing your application form

3

Adding supporting documents

4

Writing your job summary (for silver and gold adverts)

5

Adding your contact details and instructions

6

Previewing and submitting your ad

Posting a job

Writing your advert

The first thing you'll need to do is **enter the details of the job** you're posting, such as the name, salary, when it starts, etc.

- All compulsory fields need to be complete in order to submit the job advert
- Optional fields are flagged - we recommend completing all fields to ensure enough information is provided to candidates
- Please ensure you select the correct Workplace and Position so it appears in the relevant section of tes.com

You'll then need to **detail the specifications of your job advert:**

- To add your advert text, you can copy and paste from an existing document on your device or type it in.
- Remember to format your text as you'd like it to read on tes.com as this is how it will appear on the website.



The screenshot shows the 'Posting a job' form on the tes.com website. At the top, there are three circular navigation buttons: a home icon, a back arrow, and a forward arrow. The form is divided into several sections:

- Job title:** A text input field.
- Salary (optional):** A text input field with a purple tip: "Showing a salary will increase application rates (please include currency to help overseas candidates)".
- Contract type:** Three columns of radio button options:
 - Permanent, Temporary, Fixed Term, Maternity Cover
 - Full Time, Part Time, Full Time / Part Time
 - Not Applicable, Not Suitable for NQTs, Suitable for NQTs

NQT = Newly-Qualified Teacher
- Job start date (optional):** A text input field.
- Workplace:** A dropdown menu with "Select..." as the placeholder.
- Positions:** A dropdown menu with "Select..." as the placeholder.
- Subjects:** A dropdown menu with "Select..." as the placeholder.
- Advert start date:** A text input field.
- Advert end date:** A text input field.
- Advert text:** A large text area with a purple tip: "Enter text exactly as you want it to appear in your advert. Maximum 5000 characters". Below the text area are formatting buttons: "Heading", "List" (bulleted), "List" (numbered), "Bold" (B), "Italic" (I), "Add link", and "Remove link".

Posting a job

Choosing your application form

You will need to select how you wish to receive applications for the job you're posting.

Your options from the drop down box are:

- Your school's own application form
- Request candidates upload a CV
- Or divert applicants to another website



Application form type (find out more)

Request a CV

Email where applications will be sent

Supporting documents

Supporting documents

1. Supporting documents (e.g. school website)

2. Supporting documents

3. Supporting documents

4. Supporting documents

5. Supporting documents

6. Supporting documents

7. Supporting documents

8. Supporting documents

Posting a job

Adding supporting documents

You have the option to attach supporting documents to appear alongside the advert you are submitting.

You can have up to **10 attachments live on Tes at any time**. All documents must be either Word or PDF, and be smaller than 7mb.

To save time, you can **attach general documents to your Career Site** and only add job specific to the advert you are posting.

Note: All documents attached to your Career Site will also appear on all adverts

A screenshot of the Tes job posting interface. At the top, there are three circular navigation buttons: a home icon, a back arrow, and a forward arrow. Below these, there is a blurred section for the job description. The 'Supporting documents' section is highlighted, showing a purple notification bar that says 'Any documents attached to your Career Site page will also appear on your advert.' Below this, there are four sections, each with a 'Choose a file' button: 'Job description', 'Person specification', 'Applicant information pack', and 'Other documents'.

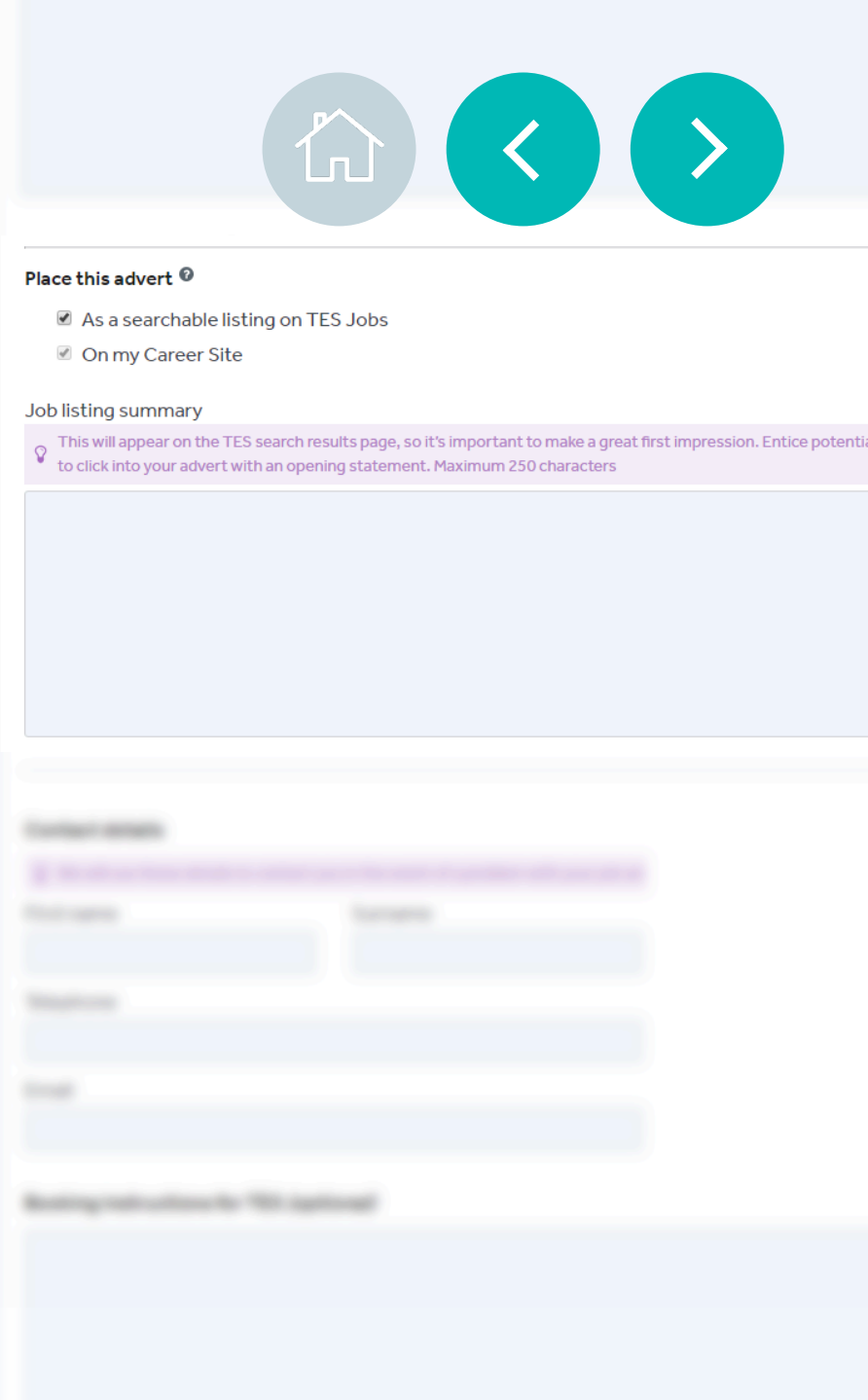
Posting a job

Writing your job summary

The **Job listing summary** appears on the Tes search results page for silver and gold adverts.

It's the first phrase a candidate sees before clicking to see your advert so ensure your summary stands out from other adverts to grab attention and interest.

Note: All vacancies you post will appear on your school's Career Site automatically.

A screenshot of the TES job posting interface. At the top, there are three circular navigation buttons: a home icon, a back arrow, and a forward arrow. Below these is a section titled "Place this advert" with two checked checkboxes: "As a searchable listing on TES Jobs" and "On my Career Site". Underneath is a section for the "Job listing summary" with a light purple background and a lightbulb icon. A note states: "This will appear on the TES search results page, so it's important to make a great first impression. Entice potential candidates to click into your advert with an opening statement. Maximum 250 characters". Below this is a large text input area. Further down, there are several blurred input fields for "Employer details", "Job title", "Location", "Salary", and "Contact details". At the bottom, there is a section for "Working conditions" with a blurred input area.

Posting a job

Adding your contact details and instructions

Add your **contact details** to ensure we are able to contact you if there is a problem with your advert.

And add any booking instructions. This section is optional but we recommend you treat it as a blank email for any further instructions for our team.

If you wish your advert to appear in the print publication, please ensure you tick the box. This will then prompt you to upload your print artwork or your advert text. This may incur an additional cost.



Navigation icons: Home (house icon), Previous (left arrow), Next (right arrow).

Contact details

We will use these details to contact you in the event of a problem with your job ad

First name

Surname

Telephone

Email

Booking instructions for TES (optional)

Posting a job

Previewing and submitting your ad

The **Preview button** will show you what the advert looks like as a Gold listing (our highest level advert).

Note: If your advert is a Bronze or Silver, some graphics may not appear on the live advert.

Once you've reviewed your ad and are happy with it, you can **submit it the vacancy** to Tes or your agency to post on your behalf

You will receive a pop up **confirmation** once you've successfully submitted your advert.

You will receive a **email confirming** that your advert has been processed and will go live on your chosen date.

The screenshot shows the final steps of the TES job posting process. At the top, there are two input fields for 'Name' and 'Email'. Below these is a large, empty rectangular box for the job description. Underneath the description box is a line of small text: 'If you place this advert through an agency, please enter the agency name here'. This is followed by another input field for the agency name. Below the agency name field are two radio button options: 'Place this advert directly with TES' and 'Place this advert through an agency' (which is selected). Below the radio buttons is a label 'Email address of agent' followed by an input field. At the bottom right, there are two buttons: a light blue 'Preview' button and a dark blue 'Send to agency' button.

Name

Email

Posting your advert for TES approval

If you place this advert through an agency, please enter the agency name here

Place this advert through an agency

Place this advert directly with TES

Place this advert through an agency

Email address of agent

Preview

Send to agency





Stages of your advert



Stages of your advert

The job posting process



	Current		Expired	Draft
	Pending jobs	Current jobs		
What you can see and do	<p>Pending jobs are all jobs you've submitted but have not yet been made live by Tes.</p> <p>Edit – will allow you to make changes to your advert. Depending on what you change, your changes may be instant or require resubmission to Tes. If you have a subscription you can edit all fields. Those without subscription can edit most fields.</p> <p>Cancel Job - will send a cancellation notice to Tes and bring the advert back into Draft so you can amend and re-submit it without being charged.</p> <p><i>You will receive an email confirming the job will be set live on your chosen date</i></p>	<p>Current jobs are all jobs that have been processed by Tes and are live on the tes.com website.</p> <p>View Applications – view all the candidates that have applied for this job</p> <p>View Statistics – view how your advert is performing on tes.com</p> <p>View on Tes – will open the advert as it appears on tes.com</p> <p>Edit – will allow you to make amendments to your live advert.</p> <p>Cancel Job - will send a cancellation notice to Tes and move the advert to expired jobs. By this stage you will have been charged for the job unless you have a subscription.</p>	<p>Expired jobs are all jobs that pass the advert close date.</p> <p>View Applications – view all the candidates that have applied for this job</p> <p>View Statistics – view how your advert performed on tes.com</p> <p>View on Tes – will open the advert as it appeared on tes.com</p> <p>Advert details – provides a summary of all the job details</p> <p>Remember: All expired jobs from the past 2 years will be visible in this section.</p>	<p>Draft jobs are any jobs you've created but not yet submitted to Tes.</p> <p>Edit - continue editing your advert. You can edit everything</p> <p>Cancel Job - delete the advert from Drafts without being charged</p> <p>Remember: All Jobs you start will automatically be saved in Drafts. You'll be able to see them at the top of your School Portal home page.</p> <p><i>You will see a pop up on the screen confirming it has been sent to Tes</i></p>

Stages of your advert



Current jobs in Pending status

Submitting a job for Tes to approve doesn't make it unchangeable.

Click on the job that you have submitted and you can find 6 options of which 3 are available:

- Edit: you can edit any fields that might need adjusting
- Copy job: if you have a similar role you'd like to submit, you can copy the submitted job*
- Cancel job: if the job became irrelevant, you have found a candidate for the position or was uploaded by mistake or in duplicate, you can cancel the job and it will move to your expired jobs in a few seconds

*More details to be found further in the guide

Pending jobs

Being processed by Tes & will go live shortly

Teacher of Mathematics

⌚ Pending

Applications

Statistics

View on Tes

Edit

Copy Job

Cancel Job

Salary	MPS
Contract type	Full Time
Contract term	Permanent
Job starts	September 2017
Created	13:20, 11 May
Displayed on	Tes Jobs, School Job Board

Stages of your advert



Current jobs in Current status

When Tes approves a job, the 6 options in each job become available:

- Applications: this brings you to the Applicant Tracking System* for each job
- Statistics: you'll be able to see a number of different performance related statistics
- View on Tes: view your job from the point of view of your candidates
- Edit: you can edit any fields that might need adjusting
- Copy job: if you have a similar role you'd like to submit, you can copy the submitted job*
- Cancel job: if the job became irrelevant, you have found a candidate for the position or was uploaded by mistake or in duplicate, you can cancel the job and it will move to your expired jobs in a few seconds

*More details to be found further in the guide



Current jobs

History teacher

1 application

1 Sep – 15 Sep 2017

History teacher

1 application

1 Sep – 15 Sep 2017

Applications

Statistics

View on Tes

Edit

Copy Job

Cancel Job

Salary

MPS 1-4

Contract type

Full Time

Contract term

Permanent Suitable for NQTs

Advert start

1 Sep 2017

Job starts

1st September

Displayed on

School Job Board

Online advert

Basic

Premium mobile

No

Stages of your advert



Expired jobs

Once a job's date is past, it moves to the Expired tab. By clicking on each expired job you can still explore useful functionalities:

- Applications: explore past candidates on your Applicant Tracking System* for each job
- Statistics: take advantage of past performance related statistics in order to improve future job adverts
- View on Tes: view your job from the point of view of your candidates
- Advert details: summary of what was submitted on each job post
- Copy job: if you have a similar role you'd like to submit, you can copy the submitted job*

*More details to be found further in the guide

Expired jobs

Teacher of German

5 applications

Ended 11 Jun 2017

Applications

Statistics

View on Tes

Advert details

Copy Job

Cancel Job

Salary

Contract type

Contract term

Advert start

Job starts

Displayed on

Online advert

Premium mobile

£35,000

Full Time

Permanent

31 May 2017

September 2017

School Job Board

Basic

No



Stages of your advert

Draft jobs

On your Drafts you will find all the adverts that you have started writing and didn't post. All New job posts are automatically saved here.

If you click on each one of them you can:

- Edit: you can edit an advert in order to complete and post it.
- Copy job: you can keep a generic Draft in your Draft jobs that you can copy each time you want to post a new job*
- Cancel job: if you no longer want to keep the Draft you can delete it here.

*More details to be found further in the guide

Draft jobs

Draft	Draft
Teacher of Drama	Draft

Applications

Statistics

View on Tes

Edit

Copy Job

Cancel Job

Created

11:18, 26 Jul

Displayed on

Tes Jobs, School Job Board

Current, Expired & Draft



Copying a job

Posting a job can be done in two ways

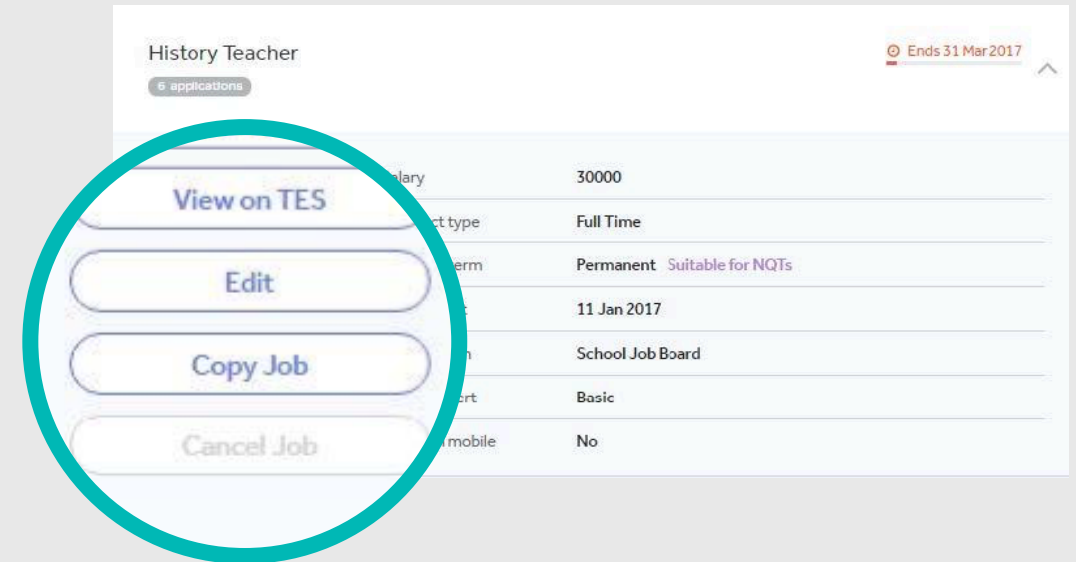
- Starting a job from scratch on Post new job (explained previously)
- Copying from a previous job advert already created and submitted to Tes

Copy Job

You can copy a job from any of the previous jobs you've posted to Tes regardless of their status.

Go to any Current jobs (whether pending or already published on Tes), Expired jobs and Drafts, click on the job you'd like to duplicate and click on Copy Job.

This will open the Post new job form with all the current copied data in place. Edit the fields you'd like to change (please remember to change the advert dates) and Submit to Tes or keep it as draft until finalised.



Applicant tracking system



Applicant tracking system



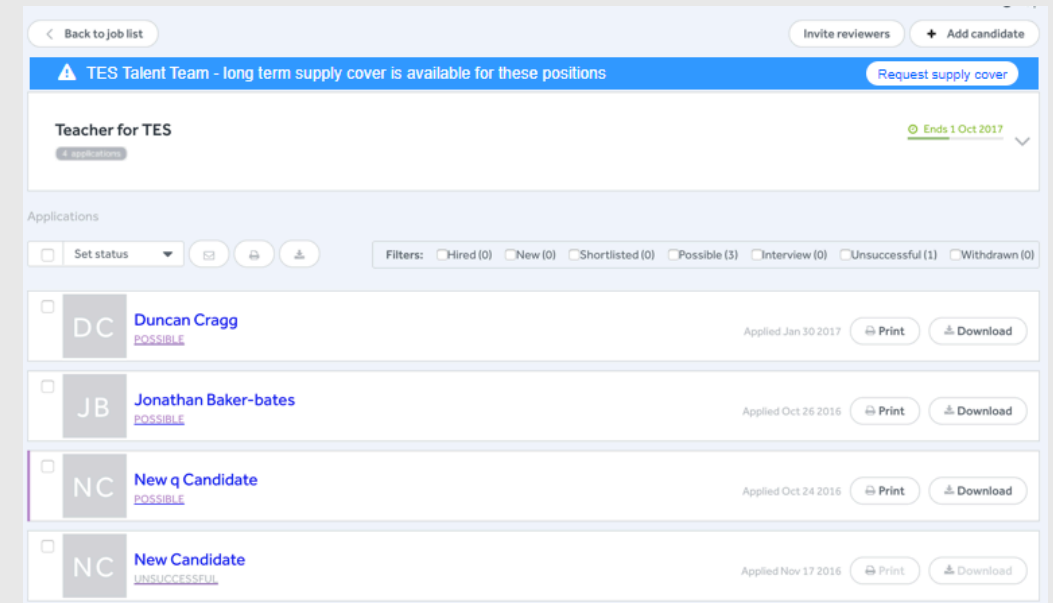
What is an Applicant tracking system?

One of the most powerful tools built into School Portal is the Applicant tracking system or ATS.

This free simple-to-use online tool streamlines the management of your applicants and allows you to act quickly to secure talent.

All applications your vacancy receives will automatically go into the ATS. From here you can do things like:

- Create shortlists of potential candidates,
- Respond individually to successful candidates,
- Bulk email unsuccessful ones
- Share and review applications with other staff members.
- Download and print all of your applications in one go

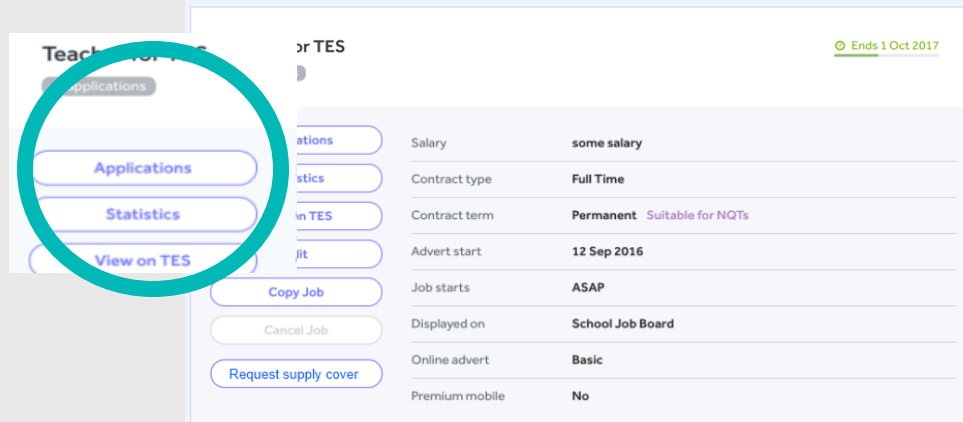


Applicant tracking system



Accessing the Applicant tracking system (ATS)

The ATS can be accessed either on Current jobs published or on Expired jobs.

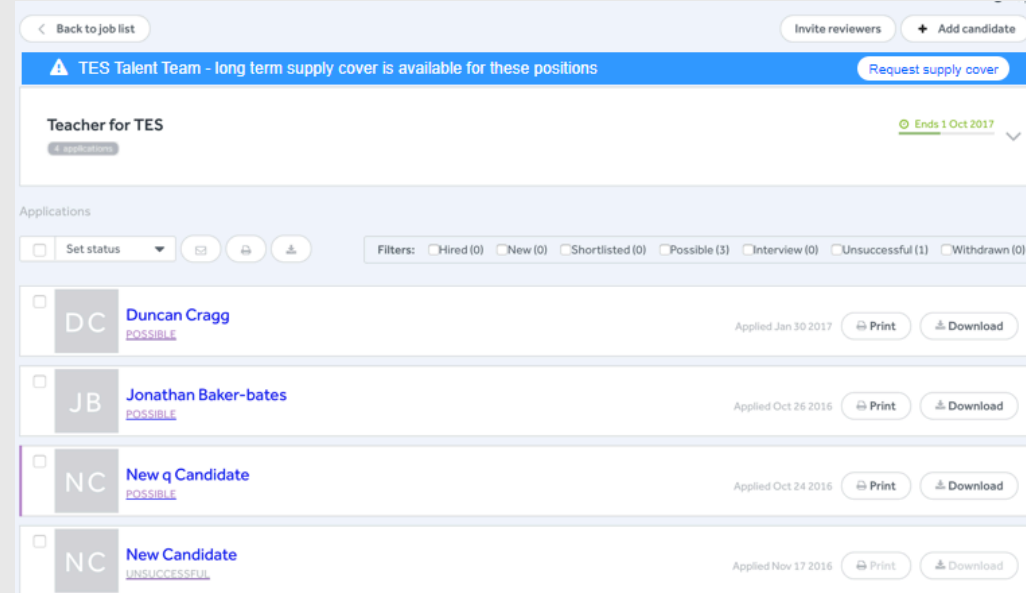


1

Click on the job title you'd like to analyse. The box will expand and show the available options.

2

Click on Applications



3

This will bring you to the Applicant Tracking System for the selected job

Applicant tracking system



Managing candidates

Here's all the things you can do with the ATS:

- **Email:** email candidates (individually or several at once by selecting them)
- **Download:** Download applications to keep a local record
- **Set status:** set candidate status to Hired/ Shortlisted/ Possible/ Interview/ Unsuccessful/ Withdrawn using the Set status dropdown box
- **Print:** print or download the candidate applications (individually or several at once by selecting them up to a max of 5 at a time)
- **View application:** view individual candidates' application by clicking on their name
- **Add candidates:** manually add candidates who have not applied through Tes
- **Invite reviewers:** invite Reviewers to access this particular vacancy and view applicants

Applicant tracking system



Setting candidate status

To help you easily manage all applicants you can **change the status of applicants** throughout the recruitment process.

All applicants added to the ATS have a default status of New. You can **change the status of each candidate** using the drop down box under the candidate's name.

You can either choose the status in each individual application or **edit multiple candidates status** at once by selecting the checkbox next to their names on the main ATS page.

You can then choose one of the following options:

- Shortlist
- Unsuccessful
- Possible
- Interview
- Hire
- Withdrawn

Lastly, you can simplify your view of candidates by **filtering** to only see the candidates who have the status you've selected.

Candidate

TT

tony teen

Shortlist ▼

Set status ▼

Set status

Shortlist

Unsuccessful

Possible

Interview

Hire

Withdrawn

Applicant tracking system



Individual Applicants

When accessing an individual application, you'll be able to:

Download documents submitted during the application such as Application form and Equal Opportunities (school admins only)

View the candidate's personal statement

View Application Details and Equal Opportunities form (only if the online application form has been used)

Set the candidate status and email the candidate.

Add comments and view the audit trail. Any actions or emails taken within the ATS are recorded in the audit trail. Emails sent to candidates are highlighted in blue so you can click and open the email sent.

The screenshot displays the ATS interface for a candidate named Tina Robinson. At the top, there's a header with the candidate's name, a dropdown menu set to 'Possible', and buttons for 'Print', 'Download', and 'Email Candidate'. The application date is listed as 'Applied November 18th 2016'. Below this, personal details are shown: Email address (Tina.jrobinson@gmail.com), Town/City (Essex), and Contact Number ((M) 07960001234). A 'Documents' section contains two boxes for 'Application PDF' and 'Equal Opportunities PDF', each with 'Download' and 'Print' links, and an 'Upload documents' button with an 'Upload file' link. The 'Personal statement' section is active, showing two paragraphs of text. Below this is a 'School use only' section with 'Audit trail' and 'Comments' tabs. The 'Audit trail' tab is selected, showing a table of actions:

Action	By	Date/Time
Documents printed	by Shaun Brown	30 Nov 16 10:43
Documents downloaded	by Shaun Brown	29 Nov 16 17:39
Document Equal Opportunities PDF downloaded	by Jonathan Thelwell	28 Nov 16 16:28
Document Application PDF downloaded	by Jonathan Thelwell	28 Nov 16 16:27
Selected as possible	by lucyfox1982	23 Nov 16 14:21

Applicant tracking system



Adding additional applications

To add a candidate who hasn't applied via the Tes website, click the Add candidate button on the top right hand side corner of the main ATS screen.

This will prompt a box to open where you will be able to fill in the candidate details and upload documents related to their application.

Once added, the candidate will appear in the candidate list.

The screenshot displays the Tes ATS interface. At the top, there is a navigation bar with a 'Back to job list' button on the left and 'Invite reviewers' and '+ Add candidate' buttons on the right. The '+ Add candidate' button is circled in red. Below this, a modal window titled 'Add Candidate' is open. It contains input fields for 'First name', 'Last name', and 'Email address', along with an 'Upload documents' section featuring an 'Upload file' button. At the bottom of the modal is an 'Add candidate' button. Below the modal, the 'Applications' section is visible, showing a list of candidates. The first candidate listed is 'Duncan Cragg' with the status 'POSSIBLE' and an application date of 'Jan 30 2017'. The interface includes various filters and action buttons for managing the candidate list.

Applicant tracking system



Inviting Reviewers

Admin users and Staff with recruitment toolkit users are able to view all applicants and are able to invite existing Staff members to the Applicant tracking system of a specific job they'd like them to have access to.

To do this, simply click on Invite Reviewers button (next to the Add candidate button).

This will prompt a new box that will show staff members in which you can select the ones you want to add.

For example

HR Manager (School Admin) adds the Head of Mathematics as Staff (using the Settings section) and invites them to review applicants for a Teacher of Mathematics vacancy. The Head of Mathematics will have full access to applications for this role only. This functionality is referred to as Job Collaboration.

The screenshot shows the 'Invite Reviewers' modal in the Applicant Tracking System. At the top, there are buttons for '< Back to job list', 'Invite reviewers', and '+ Add candidate'. A 'Help' icon is in the top right corner. Below the buttons, a purple bar contains the title 'Invite Reviewers' and a close button. A light purple message states: 'People added to this list will receive an email notification to view and comment on this candidate.' Below this, there is a search bar containing 'Stefano Ceschi Berrini X' and 'Alex Hughes X'. To the right, under the heading 'Invite colleagues to review applicants for this job' with a 'Manage staff' link, is a list of staff members. Each entry consists of a checkbox, the name, and '(staff)'. The first two entries, 'David Morgantini (staff)' and 'Stefano Ceschi Berrini (staff)', have their checkboxes checked. The other seven entries have unchecked checkboxes.

Invite colleagues to review applicants for this job Manage staff	
<input checked="" type="checkbox"/> David Morgantini (staff)	<input checked="" type="checkbox"/> Stefano Ceschi Berrini (staff)
<input type="checkbox"/> Karen Gruar (staff)	<input checked="" type="checkbox"/> Alex Hughes (staff)
<input type="checkbox"/> Kirsty Pearce-Perkins (staff)	<input type="checkbox"/> Aubury (staff)
<input type="checkbox"/> David Morgantini (staff)	<input type="checkbox"/> Georgina Guy (staff)
<input type="checkbox"/> Gareth Cresswell (staff)	<input type="checkbox"/> Dominic Jones (staff)
<input type="checkbox"/> Rouan Wilsenach (staff)	<input type="checkbox"/> Mike Beattie (staff)



Statistics



Statistics

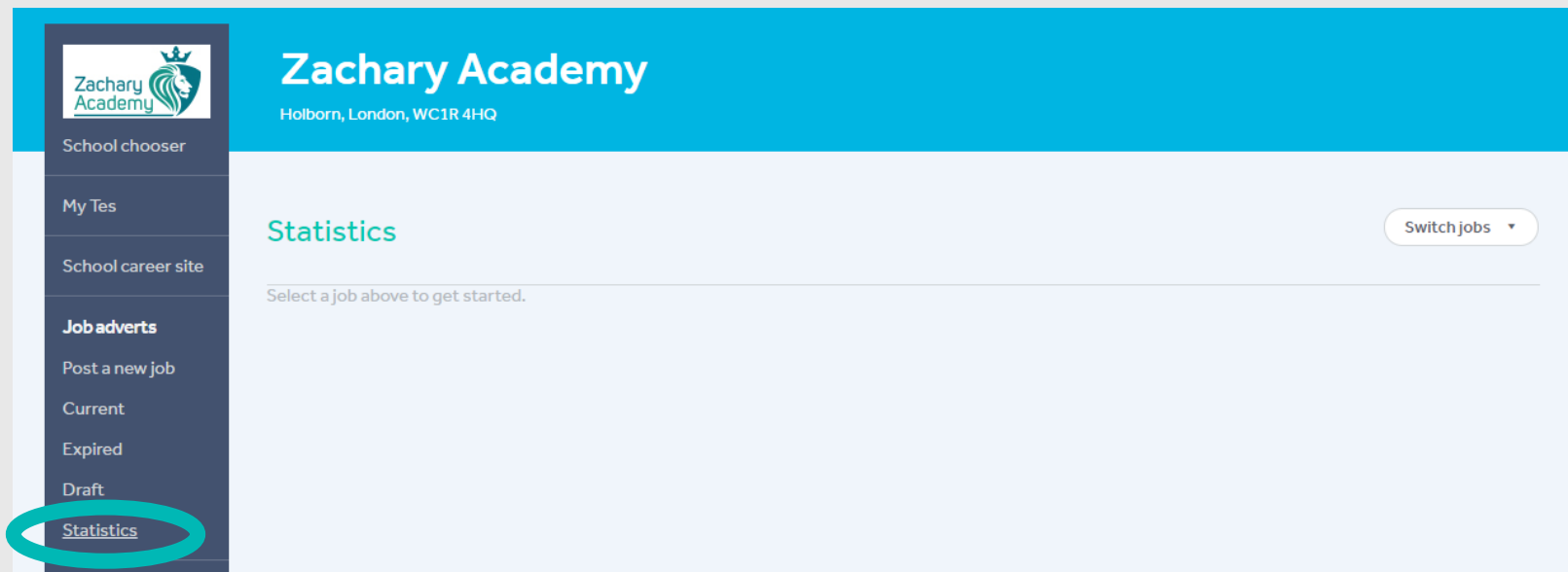


Why review your job statistics?

The Statistics section allows you to get a valuable performance insight on your current and past adverts.

Checking your statistics on past jobs can also help you improve the response of future advertising. You can monitor your live adverts and contact us to improve its performance.

You can also review past ads, see those that performed well and duplicate them to replicate your success.

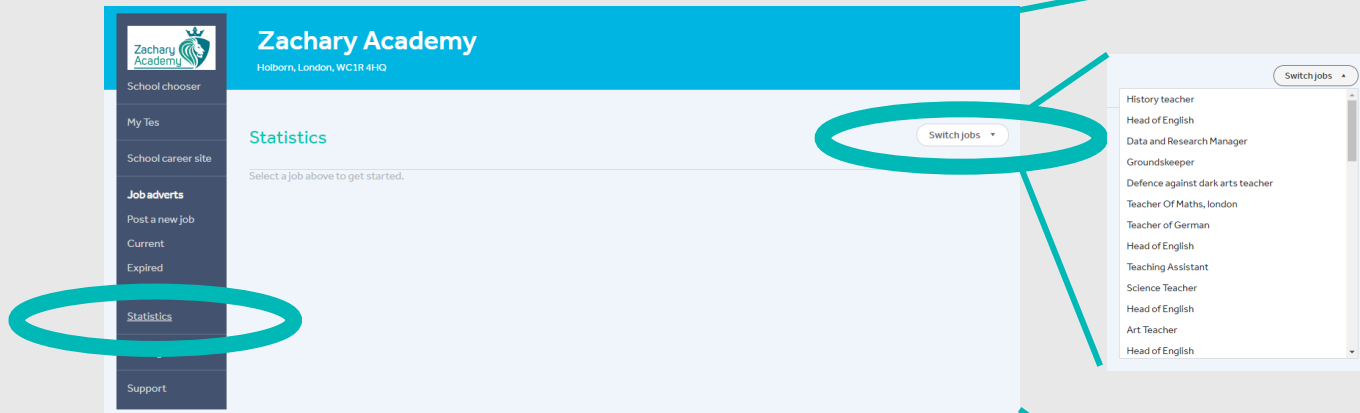


Statistics

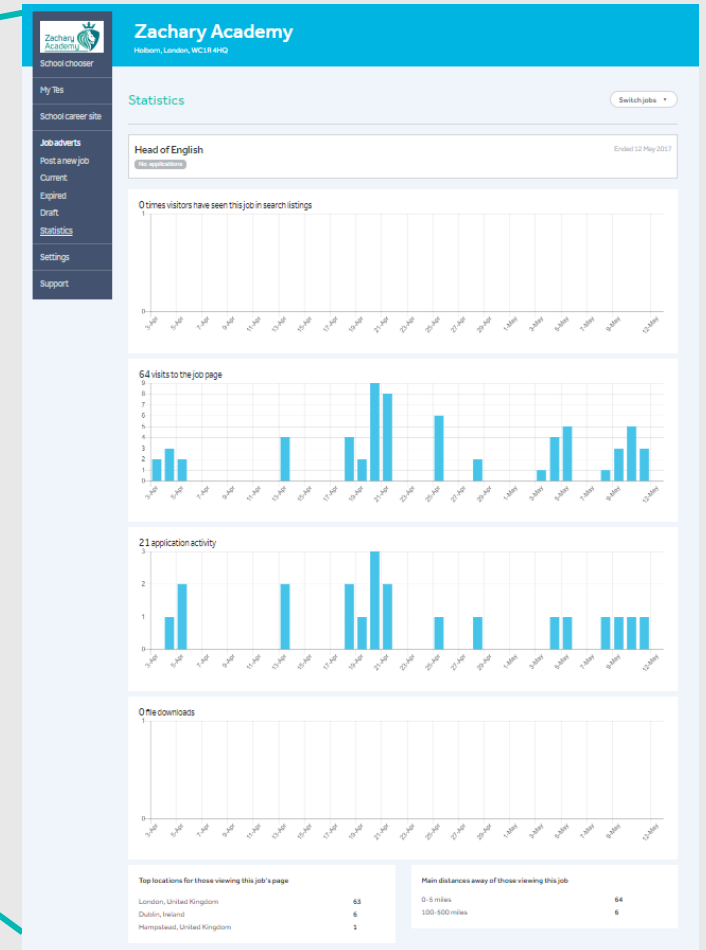
Accessing your statistics

You can access the Statistics page in two different ways

1. Direct link to Statistics is available on the left hand Navigation panel



Select the job you'd like to explore on the top right of the page and its data will show on the page.

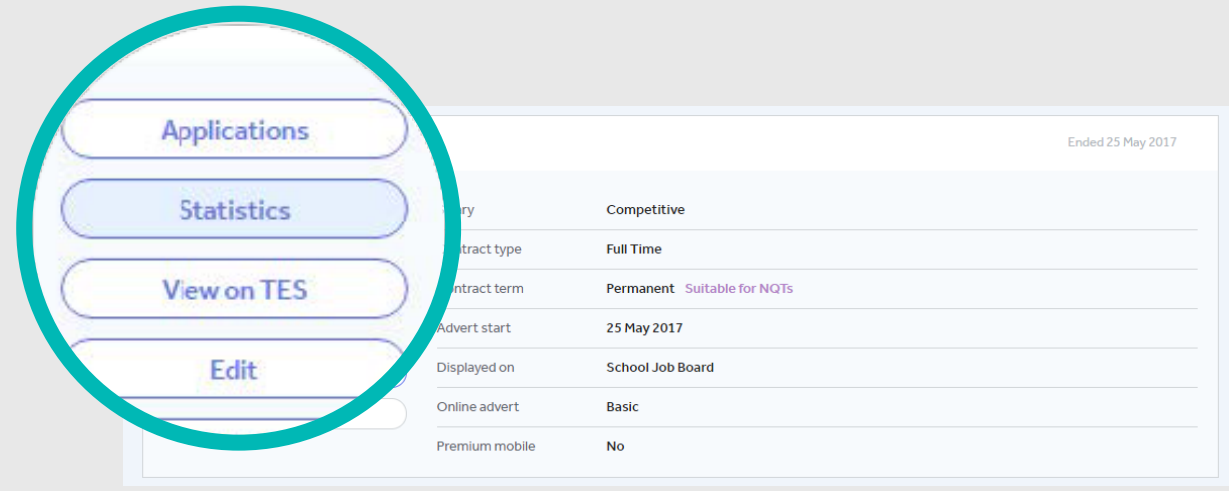
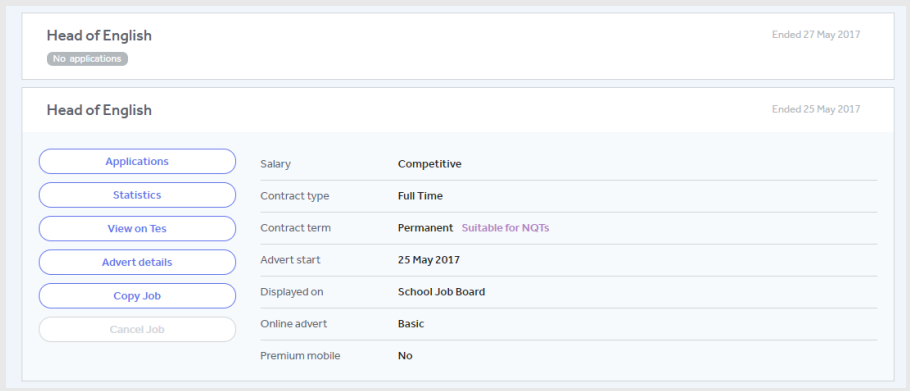


Statistics

Accessing your statistics

You can access the Statistics page in two different ways

- 2. Through each job application on both Current or Expired jobs



Click on the job title you want to explore and the box will expand showing your job details. Then select Statistics to view the data for this specific role.

Statistics



Understanding your statistics

1. Number of times the vacancy has appeared in the Tes jobs search listings, ie, a search for Secondary/Maths/ London would bring up a list of all available jobs matching this search, including your job.

2. Number of times the role has been viewed by potential applicants who have clicked on the job for more details.

3. Number of times potential applicants have clicked on the Apply button. Please note, clicks on the Apply button are only an indication of interest in applying and not submitted applications.

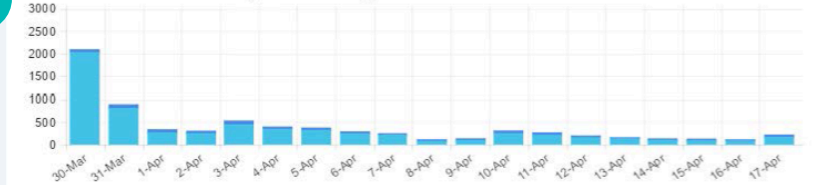
4. Number of times attachments have been downloaded.

This number is a total of all downloads and does not look at how many times each file has been downloaded.

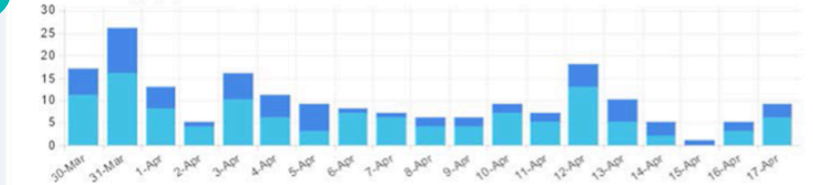
Note: all statistics are split between mobile (dark blue) and desktop (light blue)



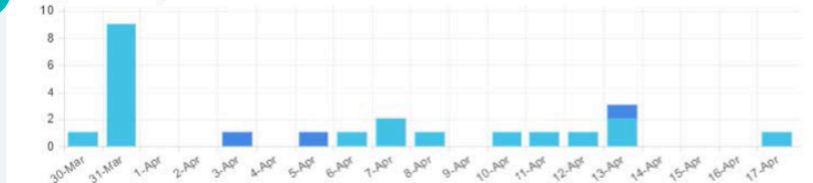
7175 times visitors have seen this job in search listings



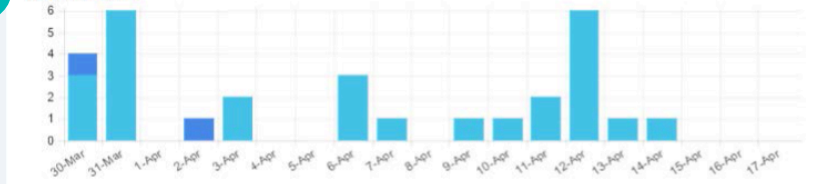
188 visits to the job page



23 application activity



29 file downloads

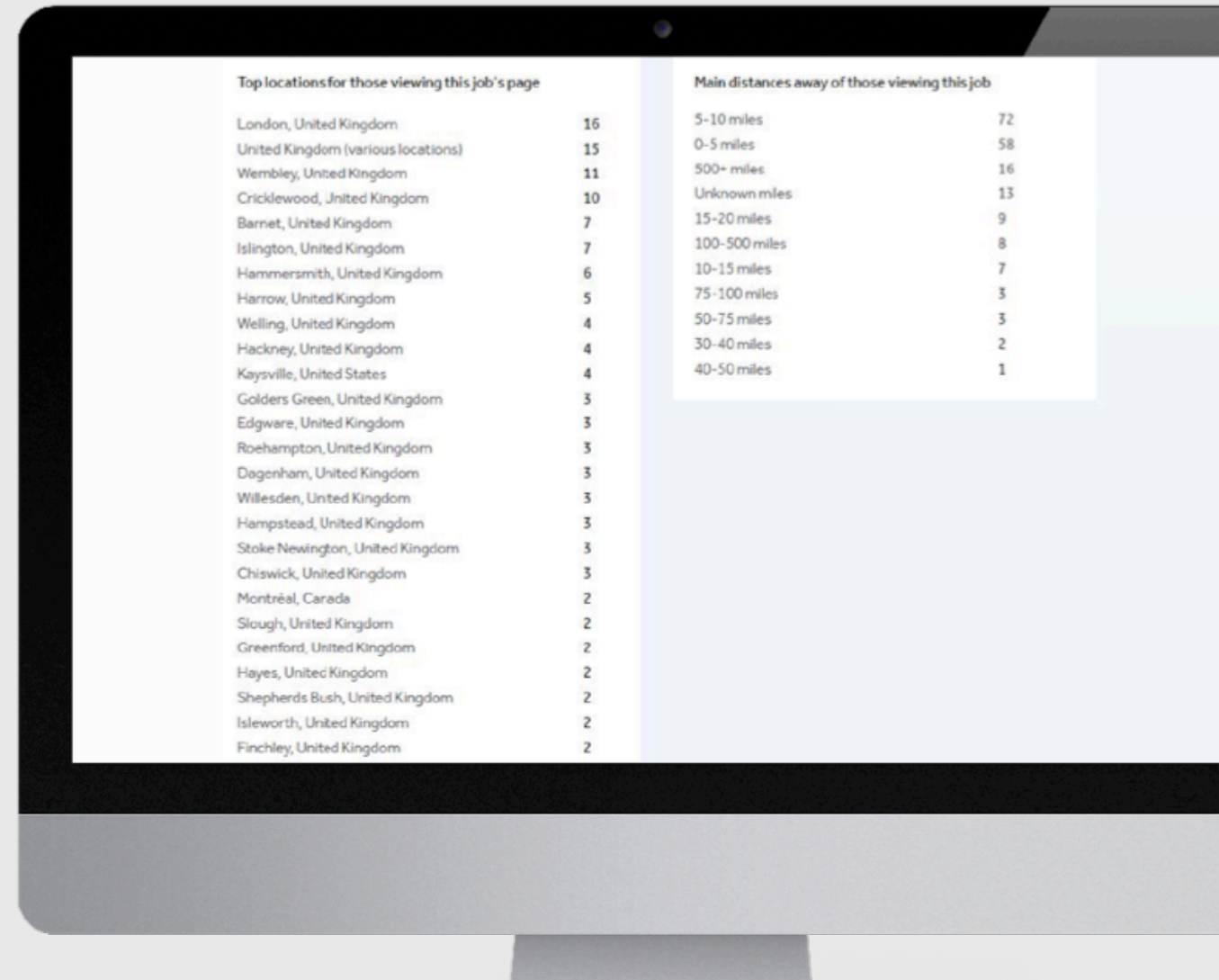


Statistics

Understanding your statistics

5. You can use the Top Locations list to understand where interest in the role is coming from. You can use this to tailor your future adverts to attract candidates from a particular location.

For example, if you are getting interest from the US and can offer visa sponsorship, make sure you include this in your advert.





Settings



Settings



Adding users

If you have School Admin access you can add users to School Portal.

To add a user click Settings on the School Portal home page.

Scroll to the type of user you want to add and click the Add button.

This will prompt a box to appear where you can either:

- Fill in the email address of the member of staff you wish to invite
- Copy a general invitation link you can share with multiple staff

If you've selected to invite via email, the member of staff will receive an email prompting them to login and register their account against School Portal. If they don't have a Tes account already, they'll be prompted to make one.

If you are using the general invitation link you will be prompted to approve each staff member who joins your School Portal.



The screenshot shows the 'Zachary Academy' School Portal interface. The left sidebar contains a 'Settings' link, which is circled in red. The main content area is titled 'Manage staff' and shows a list of staff members under the heading 'School portal admins'. The list includes three staff members: AnaEmilia_Silva null, Adrian Munro, and alana_beardsley-best null. Each staff member has a 'Last login' date, a 'Recruitment toolkit' checkbox, and 'Make staff' and 'Remove' buttons. An 'Add admin' button is located at the top right of the staff list.

Below the main content area, there is a modal window titled 'Add admin' with a close button. The modal contains the heading 'Invite by email (automatic approval)' and two input fields: 'Email address of invitee' and 'Job title Optional'. A 'Send' button is located at the bottom right of the modal.

Accessing School Portal



Types of user

School Portal has **four** different user types: **School Admin, Staff with Recruitment Toolkit, Staff and Agent.**

This is the access each user has:

School Admin - has overall access to School Portal (create/edit/copy/post jobs and see equal opportunity data) and is able to use the Settings button to invite other members of staff.

Staff with Recruitment Toolkit - Has high level of access to School Portal (create/edit/copy/post jobs/view applications) and is able to use the Invite Reviewers button. They will not be able to use the Settings button. They can see applications but not Equal Opportunities forms submitted by candidates.

Staff - has a low level of access to School Portal and they are able to see a list of jobs but can't take any action. They will not be able to use the Settings or Invite Reviewers button.

Agent - has a high level of access to School Portal (create/edit/ copy/post jobs) but they are not able to see applications, use Settings or Invite Reviewers.

Accessing School Portal



Rights per type of user

User type	Create jobs	View jobs	Edit jobs	Copy jobs	Post jobs	Access Applicant tracking system (ATS)	Can change status of and contact applicants	See Equal Opportunity data	Inviting and removing other users	Changing user type
School Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Staff with Recruitment toolkit	✓	✓	✓	✓	✓	✓	✓			
Staff		✓				✓*	✓*			
Agent	✓	✓	✓	✓	✓					

*Can only access when invited to do so for specific roles

Settings



Changing user access

If you need to change the level of access for a School Admin or Staff user go to the Settings menu.

Find their name and click either 'Make Admin' or 'Make Staff'.

Make Admin will promote staff to administrator access

Make Staff will demote staff to staff access

To change Staff and Staff with recruitment toolkit access, simply untick recruitment toolkit next to the user's name.

Agents can only be added and removed – they cannot be upgraded or downgraded to School Admin or Staff.

[Manage staff](#)

School portal admins [Add admin](#)

Admins can control all access rights to your school

Alison Brady	Last login 21 Jun 2017 <input checked="" type="checkbox"/> Recruitment toolkit	Make staff Remove
Angela Pradhan	Last login 11 May 2017 <input checked="" type="checkbox"/> Recruitment toolkit	Make staff Remove

Staff [Add staff](#)

Staff have access to specific Tes services only

Alex Hughes	Last login 19 Jun 2017 <input type="checkbox"/> Recruitment toolkit ?	Make admin Remove
David Morgantini	Last login 23 Jun 2017 <input type="checkbox"/> Recruitment toolkit ?	Make admin Remove

Appendix



Application form options

Application form options

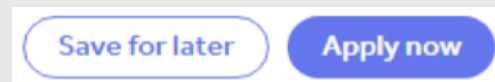


Application form types

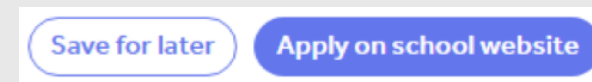
When publishing a new advert, you are able to choose the form that suits your organisation the best.

1. **CV Upload:** you can request a CV
2. **School made application:** upload your own application form
3. **Via web-link:** divert your applicants to your school website

The applicants are able to identify which application form is requested depending on the label available on the live job advert.



Apply now label for CV
Upload and School made
application



Apply on school website label for
a school that has chosen to
direct candidates to complete an
application on their website.

Application form options

CV Upload

While most schools require an application form, non-teaching institutions normally only require a CV and covering statement.

Our View

Employers that select this option will receive both a candidate's CV and covering statement. Copies of both will also appear in TES's free Applicant Tracking System application.



Basic information

First name(s)
Ioana

Last name
Dinca

Email address
ioana.dinca@tesglobal.com

Home

Previous

Next

CV

We suggest a doc, docx, pdf or rtf no bigger than 5MB.

Upload file

Supporting document (optional)

We suggest a doc, docx, pdf or rtf no bigger than 5MB.

Upload file

Supporting statement

Please provide details about yourself

You should include experience, skills, abilities and any other additional information which you think would be useful in this job

☐ I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Application form options



School made application

Schools that have their own application forms already can continue to upload those to TES.

Our view

Candidates who want to apply will need to download your school-made application, fill it in, then upload it before applying. This may be off-putting to candidates, especially if they are considering roles at any other schools. The forms will show in TES's free applicant tracking system.



<p>Download application form</p> <p>You need to download and complete the application. Then upload in the following section.</p> <p>Download application</p>	<p>Download application form</p> <p>My completed application</p> <p>Supporting document (optional)</p> <p>Basic information</p> <p>Supporting statement</p> <p><small>I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.</small></p> <p>Submit application</p>
<p>My completed application</p> <p>Upload the form you have downloaded and completed from the step above. We suggest a doc, docx, pdf or rtf no bigger than 5MB.</p> <p>Upload file</p>	<p><small>Form last saved at: 4:09:33 PM</small></p>
<p>Supporting document (optional)</p> <p>We suggest a doc, docx, pdf or rtf no bigger than 5MB.</p> <p>Upload file</p>	
<p>Basic information</p> <p>First name(s) Ioana</p> <p>Last name Dinca</p> <p>Email address ioana.dinca@tesglobal.com</p>	
<p>Supporting statement</p> <p>This will be sent with your application</p> <div></div>	

Application form options



Via web-link


Recruiters who really want to send candidates off to a different site, such as their school website, can do so by providing a web address when posting their advert.

Our view


This option makes it impossible for schools to fully track the performance of an advert they have placed with Tes. No candidates can be shown in the Applicant Tracking System. Furthermore, candidates can find this route off-putting as multiple clicks and link redirects normally increases the risk of a person quitting the application process.

Head of English

Zachary Academy



Please download the application form before applying.

 [Download application](#)

Applications are made on their website.

[Continue to apply now](#)

[Continue to My Applications](#)



Support information




Getting Help



Account summary & contact

The account summary panel is on the School Portal and gives you information about your subscription (if you have one); how many jobs you've posted and who you should contact if you need support



School chooser

My Tes

School career site

Job adverts

Post a new job

Current

Expired

Draft

Statistics

Settings

Support

Zoz School

Sydney, New South Wales, NSW 2000

Your account support

Tes Customer Support Team Australia

Phone [07 3112 8568](tel:0731128568)
Email customersupport@smartteachers.com.au

Employer ID

1167393
[Terms and Conditions](#)

c/o Smart Teachers, Level 8, 50 Clarence Street, NSW 2000

Posted job ads 2016-2017

0

Tes Jobs: (Premium mobile 0)

Posted job ads 2015-2016

0

Tes Jobs: (Premium mobile 0)

